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RULES OF PROCEDURE OF THE EXECUTIVE BOARD OF THE AFRICAN REGIONAL CENTRE FOR SOLAR ENERGY

The following rules of procedure are in no way intended to modify the provisions of the Constitution of the Centre, and should therefore be read in conjunction with the Constitution, as approved by the member States of the Centre. In case of any inconsistency between these rules and the Constitution, the Constitution shall prevail.

GENERAL PROVISIONS

Rule 1

The Executive Board of the African Regional Centre for Solar Energy shall meet in ordinary session at least once a year at the Headquarters of the Centre or at such other places as the Executive Board may decide.

Rule 2

The Executive Board may hold extraordinary meetings at the request of its Chairman or of at least two thirds of its members.

Rule 3

(a) Any member of the Executive Board, other than the Chairman of the Executive Board or the Executive Director of the Centre shall cease to be a member of the Executive Board upon receipt by the Secretary of ~~the Executive~~ Board of a notice in writing of the revocation of his appointment by the Government which appointed him to be a member of the Executive Board, and that Government shall as soon as possible appoint another member of the Executive Board.

(b) If the Executive Board is satisfied that one of its members other than the Chairman of the Executive Board or the Executive Director of the Centre has been absent from two consecutive meetings of the Executive Board without informing the Secretary of the Executive Board of the reason for such absence as soon as possible, is incapacitated by prolonged physical or mental illness or is otherwise unable or unfit to discharge the functions of a member of the Executive Board, the Executive Board may advise the Government which appointed such a member of its findings.

(c) The validity of any act or proceedings of the Executive Board shall not be affected by any vacancy among the members thereof, or by any defect in the appointment of any member thereof, or by reason that some person who was not entitled to do so took part therein.

Rule 4

The Secretary of the Executive Board, that is, the Executive Director of the Centre, shall convey to the members of the Executive Board information concerning all meetings of the Executive Board by letter at least two months in advance of the meeting concerned.

Rule 5

Upon receipt of notice of a meeting, each member of the Executive Board shall notify the Secretary, at least two weeks in advance, whether or not he intends to attend the meeting.

Rule 6

A simple majority of the members of the Executive Board shall constitute a quorum.

Rule 7

Members who cannot attend a meeting may delegate their voting rights to another member of the Executive Board, provided that the member is not already representing another member. A letter of authorization for any such delegation of voting rights should be handed to the Secretary before the meeting.

Rule 8

Observers may be invited to attend and participate in any meeting of the Executive Board without the right to vote.

Rule 9

In addition to exercising the powers conferred upon him elsewhere in these rules, the Chairman shall declare the opening and closing of each meeting of the Executive Board. He shall direct the discussions at meetings, ensure the observance of these rules, call on speakers, put questions to the vote in accordance with the procedure laid down in the Constitution of the Centre and announce the results of the voting.

CONDUCT OF BUSINESS

Rule 10

The Chairman of the Executive Board or his representative shall personally preside over all meetings of the Executive Board. In their absence, the members shall appoint one of their number, other than the Secretary, to preside.

Rule 11

During the discussions, a member may at any time raise a point of order, which shall immediately be decided by the Chairman in accordance with these rules of procedure. A member may appeal against the ruling of the Chairman, such an appeal shall immediately be put to the vote, and the Chairman's ruling shall stand unless overruled by a majority of the members present and voting. A member raising a point of order may not speak on the substance of the matter under discussion.

Rule 12

The Executive Board may, at the suggestion of the Chairman, limit the time to be allowed to each speaker on any particular subject under discussion.

Rule 13

(a) Subject to the provisions of Rule 11, the following kinds of motion shall have precedence, in the order shown, over all other proposals or motions before the meeting:

(i) to suspend the meeting;

(ii) to adjourn the meeting;

(iii) to adjourn the debate on the item under discussion;

(iv) for the closure of the debate on the item under discussion.

(b) Permission to speak on motions in the four categories mentioned in sub-paragraph (a) of this Rule shall be granted only to the speaker proposing the motion and to one speaker in favour of the motion and two against it after which it shall be immediately put to the vote.

Rule 14

Proposals and amendments to them shall normally be submitted in writing to the Secretary of the Executive Board, who shall circulate copies to the members. As a general rule, no proposal or amendment shall be discussed or put to the vote at any meeting of the Executive Board unless copies of it have been circulated to all members not later than the day preceding the meeting. The Chairman may, however, permit the discussion and consideration of amendments even though they have not been circulated, or have only been circulated the same day.

Rule 15

A motion may be withdrawn by its proposer at any time before voting on it has begun, provided that it has not been amended and that an amendment to it is not under discussion. A motion thus withdrawn may be reintroduced by any member.

Rule 16

When a proposal has been adopted or rejected it may not be reconsidered at the same session of the Executive Board unless a two-thirds majority of the members present and voting so decides. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter and to two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 17

(a) Subject to the provisions of Article 15 of the Constitution of the Centre and Rules 16, 23 and 24 of these Rules of Procedure, decisions of the Executive Board shall be taken by a simple majority of the members present and voting.

(b) All members of the Executive Board except the Secretary shall have one vote each.

(c) If a vote is equally divided, the Chairman shall cast the deciding vote.

(d) For the purpose of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members who abstain from voting or who cast an invalid vote shall be considered as not voting.

Rule 18

The Executive Board shall normally vote by a show of hands. However, any member may request a roll-call vote, which shall be taken in alphabetical order of the names of the members participating in the meeting, beginning with the State whose name is drawn by lot by the Chairman. The vote of each member participating in a roll-call vote shall be inserted in the minutes of the meeting concerned.

Rule 19

(a) Parts of a proposal or amendments to a proposal shall be voted on separately if the Chairman, with the consent of the sponsor, so decides or at the request of any member with the consent of the sponsor. If the sponsor objects, permission to speak on the point shall be given first to the speaker proposing that the proposal or amendment be put to the vote in parts and then to the sponsor of the proposal or amendment under discussion, after which the motion to divide the proposal or amendment shall be immediately put to the vote.

(b) These parts of a proposal which have been approved shall then be put to the vote as a whole; if all the operative parts of the proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

Rule 20

(a) A motion is considered to be an amendment to a proposal if it adds to, deletes from or revises that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote.

(b) If two or more amendments are moved to a proposal, the Executive Board shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on, until all amendments have been put to the vote. When, however, the adoption of an amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote.

Rule 21

If two or more proposals relate to the same question, the Executive Board shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Executive Board, may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 22

The Executive Board may make standing orders with respect to the holding of meetings of the Executive Board, the notices to be given of such meetings and the proceedings then, the keeping of minutes of such proceedings and the custody and production for inspection of such minutes, provided that such standing orders are not inconsistent with these rules of procedure.

Rule 23

Any of these rules may be suspended by a two-thirds majority vote of the Executive Board, provided that 24 hours' notice of the proposal for the suspension has been given. The notice may be waived if no member objects.

Rule 24

Any of these rules may be amended by a two-thirds majority vote of the Executive Board in full session provided that two months' notice of the proposal amendment has been given.

Rule 25

Subordinate bodies of the Executive Board shall follow these rules of procedure in so far as they are applicable.

Rule 26

Before the closing of each meeting of the Executive Board, the place and date of the next meeting shall be decided.